



November 27, 2014

Dear Service Providers,

The ministry is writing to inform Canada-Ontario Jobs Grant (COJG) service providers of a temporary reporting requirement to support the administration and delivery of the program. Please ensure the appropriate staff in your organization are made aware of this bulletin.

The ministry has initiated various information technology initiatives to support the COJG program, starting with the implementation of the COJG Employer Online Application form process on September 26th. More recently, the ministry launched Release 4.2 of EOIS-CaMS on November 17th, the first of three planned EOIS-CaMS and EOIS-CaMS Reports enhancements. (For additional information on Release 4.2, please see the most recent EOIS-CaMS bulletin, available at the Employment Ontario Partners' Gateway.) Additional details on the upcoming releases will be made available to COJG service providers as details are confirmed.

Given the employer-driven design of the COJG program, managing COJG transfer payments will be an operational imperative. EOIS-CaMS enhancements and EOIS-CaMS generated COJG reports will support the ministry and COJG service providers in their responsibilities.

As the planned system enhancements are implemented and stabilized, over the coming weeks, it will be important that ministry and the COJG service provider network take appropriate measures to effectively manage this portfolio. With this in mind, the ministry is implementing an interim reporting requirement of COJG service providers.

What is required of COJG service providers?

For November and December 2014, COJG service providers will be required to complete a simple one-page COJG Interim Report (see attached PDF template). Only those COJG service delivery sites who have received COJG Employer Applications will be required to complete and submit the interim report to the ministry.

The COJG Interim PDF report template will be generated and pre-populated by the same ministry application which generates the Estimate of Expenditure Report (EER) process used for programs such as the Employment Service. Specific reporting instructions are outlined on the COJG Interim PDF report for the service delivery site.

The specific reporting and submission period are outlined below. Please ensure staff are familiar with this report and dates.

Reporting Frequency*

Report Period	Ministry Distribution of the COJG Interim Report Template to Service Providers	Must be Returned to the Ministry by
November	By close of business – Dec., 2/14	By close of business – Dec., 5/14
December	By close of business – Jan., 6	By close of business – Jan., 12/14

**Note: Once the report has been completed for implicated COJG SDS, please make sure to e-mail the XML version to the appropriate regional mailbox. Again, instructions and regional mailbox address can be found on the form itself.*

Data reported in the COJG Interim Report Back by the COJG service provider will be assessed by ministry staff to determine whether any adjustments to the planned 2014-15 COJG transfer payment schedule may be required. This assessment will be undertaken alongside a review of approved COJG Employers and Participants registered in EOIS-CaMS. Please note – this interim report does not replace the responsibility of COJG service providers to set-up approved COJG Employers and Participants in EOIS-CaMS in a timely fashion. Timely delays of the set-up of approved employers and/or participants may impact the 2014-15 COJG service provider's transfer payment schedule.

If you have any questions, please contact your ministry representative for assistance.

Thank you,